

**Mereway Limited
Vendor Delivery Specification**

Purpose

This document defines how vendors to Mereway Ltd should present all goods for delivery to Mereway's manufacturing sites.

Scope

The specification covers the presentation of packages, labelling, pallet types, pallet configuration and delivery paperwork. The specification exists to improve the Goods In and Accounts Payable process and ensure that queries are kept to a minimum.

Mereway Ltd reserves the right to refuse any delivery which does not adhere to these specifications. Mereway will not accept liability for any additional costs incurred by the vendor in the event a delivery is refused.

This specification is in addition to Mereway Ltd's general terms and conditions of trade and does not in any way invalidate or supercede any of the conditions therein.

Booking in Deliveries

It is NOT necessary to book a delivery slot for non-palletised goods (ie parcels, boxes and documents).

All suppliers of palletised goods (or their agents) must contact Mereway no later than 24 hours prior to delivery to arrange a suitable delivery time. Delivery slots are allocated on a first come first served basis and Mereway cannot guarantee that a delivery slot will be available unless agreed 24 hours in advance. If vehicles arrive without a booked delivery slot or outside of the agreed delivery slot, Mereway may refuse or delay the unloading of the vehicle until a suitable delivery slot becomes available. For safety reasons, Mereway may demand that the vehicle leave site until a suitable delivery slot is available.

Mereway will not accept any responsibility for additional costs incurred by suppliers who fail to adhere to this requirement.

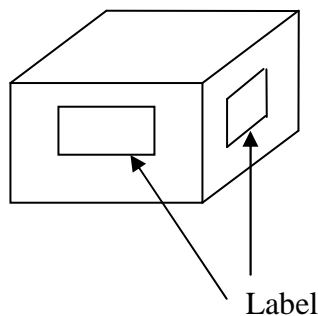
Package Presentation and Labelling

All goods supplied to Mereway should be adequately packaged to ensure the safety of the goods in transit and in storage. All packages should be clearly marked, in English, with the following information only:

- Supplier Name
- Manufacturer's batch number
- Manufacturer's batch date
- Supplier Part number
- Mereway Part number
- Mereway Description
- Package Qty
- Unit of Measure

In the case of items manufactured or packaged specifically for Mereway Ltd, the box label should also include the relevant Mereway purchase order number.

Individual packs should be marked in such a way that the labels can always be seen once the goods have been palletised without having to break down the pallet, an example of which is shown below.



Example of box labelling on 2 sides to improve visibility

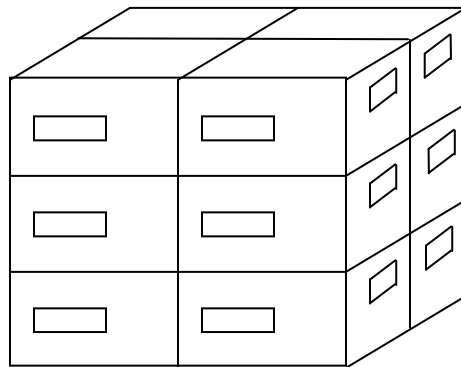
Pallet Configuration

Palletised goods will only be accepted on 'Euro' size pallets with a footprint no larger than 1200mm x 800mm. Pallets must be no higher than 1200mm unless agreed with Mereway prior to delivery. Mereway storage locations will not hold pallets larger than these dimensions and we reserve the right to refuse pallets which exceed these maximum dimensions. Oversize, non-palletised goods such as MFC and MDF will be accepted in the vendors standard packaging style unless a specific packaging style has been agreed in the tender document.

All pallets should be presented with a pallet label, in English, containing the following information only:

- Supplier Name
- Delivery note number
- Mereway purchase order number
- Pallet number (eg 1 of 5)
- Supplier Part number(s) for each item on the pallet
- Mereway Part number(s) for each item on the pallet
- Mereway description(s) for each item on the pallet
- Quantities per item for each item on the pallet
- Unit of Measure(s) for each item on the pallet

Packages should be arranged on a pallet so that the labels can be easily seen without breaking down the pallet (see example below). If Mereway are unable to check the contents of the delivery quickly on arrival, the delivery vehicle may be delayed and the vendor will be liable for any subsequent costs. Mereway reserve the right to sign a delivery note as 'Unchecked' and any discrepancy found at a later date will be reclaimed from the vendor.



Example pallet configuration – all boxes have at least one label clearly visible

Delivery Note Specification

All delivery notes must show details in English, including headings. Other languages are acceptable on delivery notes, providing everything has an appropriate English translation. Mereway may refuse or reject a delivery if a delivery note is missing, incomplete or not presented in English or with an English translation. In these cases, the vendor will be liable for any additional costs incurred.

Vendors are responsible for meeting the legal requirements for export documentation, labelling and any hazardous goods notification as outlined in Mereway Ltd's general terms and conditions.

Delivery notes must include the following information for each purchase order as a minimum:

- Supplier Name
- Delivery note number
- Delivery address
- Mereway purchase order number
- Shipping date
- Pallet number (eg 1 of 5)
- Supplier Part number(s) for each item on the pallet
- Manufacturer's batch number and date for each item on the pallet
- Mereway Part number(s) for each item on the pallet
- Mereway description(s) for each item on the pallet
- Quantities per item for each item on the pallet
- Unit of Measure(s) for each item on the pallet

Delivery note detail should be sorted by pallet number to allow swift checking of goods on receipt. See below for example

Pallet No.	Vendor Pt No	Cust Pt No	Cust Desc	Mfr Batch	Qty	UOM
1	123	71/49-SINM	Door	123x	20	EA
1	124	71/29-SINM	Door	123x	10	EA
2	432	71/49-SINM	Door	123x	50	EA
2	123	71/29-SINM	Door	123x	10	EA